



## Iowa Central Data Repository Delete File Instructions (March 2015)

The Iowa Department of Public Health (IDPH) has implemented a mechanism which allows agencies submitting files to the Central Data Repository (CDR) the ability to submit delete files. The following document describes the requirements for submitting these files.

### 1. File Naming

The files must be named exactly as follows when saved to the FTP folder.

- delete\_client.txt
- delete\_admission.txt
- delete\_service.txt
- delete\_discharge.txt
- delete\_followup.txt

### 2. File Contents

The files should contain only the following data elements. Refer to the “**Iowa External DB Requirements**” document as a reference for the “Field Description” and “Repository Field Name.”

#### A. Delete Client

The file will require the following data elements:

- Agency ID (state\_business\_no)
- Source Client ID (client\_no)
- Client No (unique\_ismart\_no)
- Agency Name (agency\_name)
- Facility Name (facility\_name)
- Record Status (record\_status) – should always be set to “I” for Inactive (or “deleted”) records

#### B. Delete Admission

The file will require the following data elements:

- Agency ID (state\_business\_no)
- Source Admission ID (admission\_no)
- Source Episode ID (episode\_no)
- Source Client ID (client\_no)
- Client No (unique\_ismart\_no)
- Agency Name (agency\_name)
- Facility Name (facility\_name)
- Record Status (record\_status) – should always be set to “I” for Inactive (or “deleted”) records

#### C. Delete Service

The file will require the following data elements:

- Agency ID (state\_business\_no)
- Source Service ID (service\_no)
- Source Episode ID (episode\_no)
- Source Client ID (client\_no)
- Client No (unique\_ismart\_no)
- Source Admission ID (admission\_no)
- Agency Name (agency\_name)
- Facility Name (facility\_name)
- Record Status (record\_status) – should always be set to “I” for Inactive (or “deleted”) records

#### **D. Delete Discharge**

The file will require the following data elements:

- Agency ID (state\_business\_no)
- Source Discharge ID (discharge\_no)
- Source Episode ID (episode\_no)
- Source Client ID (client\_no)
- Client No (unique\_ismart\_no)
- Source Admission ID (admission\_no)
- Agency Name (agency\_name)
- Facility Name (facility\_name)
- Record Status (record\_status) – should always be set to “I” for Inactive (or “deleted”) records

#### **E. Delete Follow up**

The file will require the following data elements:

- Agency ID (state\_business\_no)
- Source FollowUp ID (followup\_no)
- Source Episode ID (episode\_no)
- Source Client ID (client\_no)
- Client No (unique\_ismart\_no)
- Source Admission ID (admission\_no)
- Agency Name (agency\_name)
- Facility Name (facility\_name)
- Record Status (record\_status) – should always be set to “I” for Inactive (or “deleted”) records

#### **F. Notes**

- Use the existing Iowa Repository Record Status of I=Inactive.
- The 5 new files should contain the same layout as the corresponding insert/update file (the existing files).
- These files will only contain records with the status of I=Inactive and other data elements will be ignored.

- Records in these files that do not exist in the Repository will be ignored, no records will be inserted from these delete files. Any records not found in the Repository will be reported on the log file with the message “Delete request received for a record that was not found. No action was performed.”

### 3. Processing Order

These 5 new Delete files will be processed after the insert/update ones. These Delete files will also be processed in the following order:

1. Follow up
2. Discharge
3. Admission
4. Service
5. Client

When processing the 5 files, if no errors are returned, the Record Status fields will be changed to I=Inactive.

Note: A deleted record cannot be updated. Produce an error if the provider sends an update to a deleted record.

### 4. Repository Log Report

The Repository Log Report will contain the following new data:

- For each section (Client, Admission, Service, Discharge, Follow up) an aggregate count of deleted records by file type will be displayed.
- Errors will be produced if the following conditions are met:
  - Error if a delete Client file is received but there is a linked Admission in the CDR.
  - Error if a delete Admission file (regardless of its type) is received but there is a linked Discharge in the CDR.
  - Error if a delete Service file is received but there is a linked Admission in the CDR.
  - Error if a delete Discharge file is received but there is a linked Follow up in the CDR (using the source admission ID).